



**Town of Arlington, Massachusetts**  
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## **Minutes 02/12/2013**

### **Minutes Board of Trustees' Meeting, February 12, 2013**

The board convened on February 12, 2013 at 7:30 p.m. with a quorum.

Members present: Co-Chairs Heather Leavell and Sarah Burks, Roly Chaput, Terry Shaoul, Geri Tremblay (via speaker phone) for the budget discussion

Members absent: Aimee Taberner, Co-Chair, Dan Johnson, Jacqueline Bates, Christine Sharbrough

Advisors present: Chuck Luca, James McGough, Chairman Emeritus,

Recording and Communications Secretaries: Ellen Aamodt, Tracy Skahan

Minutes of Meeting of 8 January 2013.

The minutes were reviewed and amended. A motion to accept the revised Minutes was proposed by Sarah Burks, seconded by Roly Chaput and approved by the Board.

#### **Treasurer's Report**

In the absence of the Treasurer Heather Leavell summarized the Treasurer's Report. A motion was made by Sarah Burks to receive the Treasurer's Report to the Corporation and seconded by Heather Leavell. The motion was approved.

Expenses submitted for consideration were limited to a single item totaling \$16.88 for reimbursement to James McGough for miscellaneous postage and telephone calls. A motion was made by Sarah Burks, seconded by Terry Shaoul, to recommend reimbursement by the Corporation Board. The motion was approved.

The board discussed more efficient ways to consider expenses in the future and agreed to set a deadline for submission of expenses for payment prior to future meetings. The proposed expenses would be itemized for the board's consideration. Those items recommended for approval would be attached as an annex to the minutes of the meeting. No motion was made.

#### **Budget**

The board discussed each of the items estimated for the 2013 Budget. A motion was made by Sarah Burks, seconded by Roly Chaput, to recommend acceptance of the budget to the Corporation.

#### **Strategic Plan**

The board is supportive of engaging consultant Laura Roberts to lead a strategic planning process for the museum. The process will begin this spring. The board is brainstorming names of individuals from various town departments, local cultural organizations, and the Dallin family to participate in planning meetings. It was noted that separate notices must be sent to the Arlington Board of Selectmen on all Strategic Planning meetings.

#### **Volunteers' Report**

James McGough reported 79 visits to the Museum during the month of January, including noteworthy visits by members of the Acton Women's Club and the Museum of Fine Arts Association. Two new volunteers have been added as well. The email addresses of new volunteers would be provided by the Coordinator so that announcements could be sent to them. A motion was made by Roly Chaput, seconded by Terry Shaoul, to accept the Report. The motion was approved.

#### **New Business**

- The Board discussed a proposal to add signage for the Chamber of Commerce on the lawn in front of the building.
- The displays in the Galleries require redesign. It was agreed that a specialist should be engaged to review the displays and make recommendations for one space at a time, commencing with the Family Gallery.
- Gift bags are required for the Gift Shop. The Co-Chairs would provide a short-term fix while bags and logo stickers were ordered as a long-term solution.

- J. McGough will notify the Co-Chairs when the Museum will be closed due to inclement weather. The Co-Chairs will post on the Website.
- The children's sculpture class will be held on March 24 from 2 - 4 p.m. at the Jefferson Cutter House.

#### Announcements

- The Friends of Robbins Farm Park would like to reinstate the statue of a dog at the Robbins Farmhouse playground. Efforts are underway to locate the original statue, or its plaster cast or copy, or, alternatively any other appropriate dog sculpture.
- The Arlington Town Day is scheduled for 21 September 2013 with a rain date of 28 September 2013.

The meeting adjourned at 9:15 p.m.

Ellen Aamodt, Recording/Communications Secretary

#### Action Items

##### Meeting of February 12, 2013

- Submit expenses in itemized list form to board for consideration; attach approved expenses as annex to minutes - Ellen Aamodt
- Set deadline for submission of expenses - Ellen Aamodt
- Order bags and logo stickers for Gift Shop - Heather Leavell
- Add volunteers' email address to address book for distribution of information - James McGough and Heather Leavell
- Engage specialist to review displays - Heather Leavell
- Trustee identification in Minutes - all
- Chain of review for expense claims - all